



# USAID | ETHIOPIA

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**DATE** JANUARY 8, 2015

**FROM** HUMAN RESOURCE OFFICE, USAID ETHIOPIA

**SUBJECT** JOB/VACANCY ANNOUNCEMENT NO. 01/15

**TO** ALL QUALIFIED APPLICANTS

**TITLE OF POSITION** USAID DEVELOPMENT PROGRAM SPECIALIST (INFECTIOUS DISEASE)

**LOCATION OF WORK** U.S. EMBASSY, ENTOTO ROAD

**HOURS** FULL TIME 40 HOURS PER WEEK

**FINAL FILING DATE** JANUARY 22, 2015

**SALARY:** (FSN-12 USD 22,784 to USD 41,012 per annum) depending on the candidate's earning history, qualifications and experience.

**MAJOR DUTIES AND RESPONSIBILITIES:**

The USAID Development Program Specialist (Infectious Disease) will work within the Infectious Disease cluster of the Family Health and Infectious disease Team with guidance from the Senior Infectious Disease Advisor with a particular emphasis on Tuberculosis (TB), TB/HIV, MDR-TB, Neglected Tropical Diseases (NTDs), Vaccine preventable diseases and diseases of epidemic significance.

USAID Development Program Specialist (Infectious Disease) will be responsible for providing technical oversight and management of ID/PH activities including epidemic surveillance and response for the Family Health and Infectious disease Team. S/he will also be responsible for the development and coordination of operational research capacity (OR) capacity within the Infectious Disease portfolio of the Family Health and Infectious disease team.

As a member of the Health, AIDS, Population and Nutrition (HAPN) Office at USAID Ethiopia, the specialist will provide technical support on ID/PH subject matters with particular emphasis on TB, TB/HIV, NTDs and diseases of epidemic significance to HAPN office of USAID Ethiopia, implementing partners and the Government of Ethiopia in the design and implementation of relevant program activities. The specialist will participate in analyzing data, reports and other information about Infectious Disease and review relevant policies so as to recommend appropriate USAID policy and programs.

The incumbent will work in collaboration with other USAID technical offices as relevant.

**MINIMUM QUALIFICATIONS:** In order to qualify, the applicant must possess the following qualifications:

**EDUCATION:** A medical doctor degree specialty with Master's Degree in public health is required for this position.

**EXPERIENCE:** Minimum of seven years' experience in clinical and public health programs with emphasis on design and management of infectious diseases, primarily TB, TB/HIV, MDR-TB and NTDs and at least two years' experience working on major programs on the relevant infectious diseases at senior technical level.

The candidate must also have experience working with government officials both at a national and sub-national level.

**LANGUAGE:** Level IV (fluent) spoken and written English and Amharic are required. English test will be given.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Advanced demonstrated technical expertise in TB, TB/HIV, MDR-TB and NTDs and vaccine preventable diseases as well diseases of epidemic significance are required.

- Expert Understanding of in TB, TB/HIV, MDR-TB, NTDs, and related public health challenges in the Ethiopian context or comparable setting.
- Expert ability to readily understand, analyze and discuss clinical, policy, and social issues surrounding TB, TB/HIV, MDR-TB and NTDs, both with regards to international best practices and the Ethiopian context.
- Demonstrated ability to identify priority actions, generate and complete work plans within short time frames.
- Demonstrated excellent representation, liaison, and coordination abilities with all levels of counterparts in issues concerning in TB, TB/HIV, MDR-TB and NTDs.
- Demonstrated organizational, managerial and decision making abilities related to in TB, TB/HIV, MDR-TB and NTDs.

Demonstrated ability to design and implement Infectious Disease programs, with a particular emphasis on TB, TB/HIV and NTDs in resource poor settings. Experience in program evaluation, program based operational research and research publication. Availability to interpret strategy, to analyze, develop and present work results and to monitor and evaluate program implementation. Experience working with government officials, both at a national and sub-national level. Strong interpersonal skills and the ability to work as a team. Excellent analytical written and oral communication skills. Willingness to travel throughout Ethiopia.

**APPLICATION & SELECTION PROCESS:** All applicants must submit a completed form [[Universal Application for Employment \(DS-174\)](#)] to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the Hiring Office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID mission assumes no liability for the

loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6043, 6031, or 6035.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.